



## **Groundskeeper I #00305**

### **City of Virginia Beach – Job Description**

Date of Last Revision: November 24, 2025

**FLSA Status:** Non-Exempt

**Pay Plan:** General

**Grade:** 14

### **City of Virginia Beach Organizational Mission and Values**

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Perform horticultural functions and landscape or general maintenance, construction, litter removal, and repair functions necessary to maintain roadways, public buildings, parks, schools, athletic fields, and other designated public areas.

### **Representative Work Functions and Responsibilities**

- Perform landscape and grounds maintenance services.
- Operate lawn mowers, weed eaters, and edging and trimming equipment; use common gardening and hand tools; and operate a variety of motor equipment.
- Collect and dispose of trash and debris.
- Perform installation, maintenance, and repair of fencing.

- Assist in the clearing and development of undeveloped areas.
- Load and unload tools, equipment, dirt, gravel, clay, and sand for project assignments.
- Assist in mulching, maintaining, and weeding plant and shrub beds, lawn areas, and walkways.
- Prune and trim trees and shrubs.
- Apply pesticides and other chemicals.
- Line athletic fields.
- Perform some painting, masonry, and carpentry tasks.
- Assist in the support of special events.
- Work during emergencies, inclement weather, or other essential operating periods to perform vital services such as storm damage cleanup, snow removal, and other horticultural duties as required.
- Work independently or with other personnel.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on the current workloads and department needs.

## **Performance Standards**

- Install plant material so that it is evenly spaced and aligned in properly prepared areas in accordance with the supervisor's instructions.
- Mow and/or edge areas to present a uniform and visually pleasing appearance.
- Prune or trim trees and shrubs to the form and texture prescribed by the supervisor.
- Effectively perform maintenance, repair, and litter removal for roadways, public buildings, parks, schools, athletic fields, and other designated areas.
- Operate equipment in a safe manner.

## **Minimum Qualifications**

- Any equivalent combination of education, experience, and training, which provides the required knowledge, skills, and abilities.
- Must have a current and valid driver's license.

## **Special Requirements**

- Must be available to work evenings, weekends, holidays, and overtime when required to meet operational needs.

- Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City's operational status.
- This is a safety sensitive position and is subject to mandatory drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.
- Successful completion of a pre-employment physical.
- May require a Commercial driver's license and/or pesticide certification.

## **Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

### **DISCLAIMER:**

*This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*